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**Grade 3 Admin Assistant**

**Person Specification and Criteria for Selection**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA WILL BE ASSESSED** |
| **APPLICATION** | * Fully supported in reference
* Completed Durham County Council application form
 |  | * Application Form
* References
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| **QUALIFICATIONS** | * NVQ Level 2/3 or equivalent qualification in a relevant discipline
* GCSEs in English and Maths at Grade C/4 or above (or equivalents)
 | * First Aid
* Child Protection Level 1
 | * Application Form
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| **EXPERIENCE** | * Experienced in the use of Microsoft Office
* Experience of working as part of a team
 | * Experience using SIMs and FMS
* Previous experience of working in a school
 | * Application Form
* References
* Interview
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| **PROFESSIONAL DEVELOPMENT** | * Commitment to ongoing professional development
 | * Attendance at recent and relevant courses
 | * Application Form
* References
* Interview
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| **SKILLS** | * Excellent interpersonal and communication skills in both spoken and written English
* Effective IT skills and other specialised equipment / resources
* Be able to adapt to changes in routines
 |  | * Application Form
* References
* Interview process
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| **SPECIAL KNOWLEDGE** | * Knowledge and understanding of how a busy school office operates
* Ability to deal confidently and confidentially with sensitive issues
* Excellent organisational skills
* Ability to build and sustain effective working relationships with a wide variety of people e.g. staff, pupils, Governors, parents and the wider community
 | * Knowledge of relevant polices/codes of practice and awareness of relevant legislation concerning safeguarding, child protection, health & safety, equalities and inclusion.
 | * Application Form
* References
* Interview process
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| **PERSONAL ATTRIBUTES** | * Ability to work independently and as part of a team
* Willingness to be fully involved and committed to all aspects of Cotsford Primary life
* Flexible
* Be a good role model to pupils in speech, dress, behaviour and attitude.
* Display warmth, care and sensitivity in dealing with children.
* Ability to use initiative when required.
* Calm and positive approach.
* Reliability, commitment and enthusiasm.
 | • Ability to bring personal interests and enthusiasm to the school community. | * Application Form
* References
* Interview process
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